Specialty Contractor has an excellent career opportunity for a Project Manager.  Our construction management team is looking for a self-driven and energetic PM: someone who wants to work for an established and successful construction company, going above and beyond in their position to help meet its business goals.

We offer an energizing and challenging work environment, training, growth opportunities, and excellent benefits. TheProject Manager will work in a team environment, receiving on-going support, guidance, and training.

 The ideal candidate for this position will:

- quickly learn systems and processes and respect the established procedures

- build productive and long-lasting relationships with our clients and vendors

- enjoy working in a high-energy and fast-paced business environment

A successful PM must be a quick learner and have excellent interpersonal skills to effectively communicate with clients, vendors, inspectors, and co-workers at the various levels in the organization (office, fleet, and field construction employees, Superintendents, Project Managers, Field Operation Manager, Vice-Presidents, and the owner). A successful PM utilizes technology to be pro-active and performs duties accurately and timely by delivering results safely, on schedule and exceeding expectations.

**JOB FUNCTION:**

The Project Manager supports the construction division by performing management functions from award of the projects to completion of the projects.

DUTIES AND RESPONSIBILITIES:

* Safety -#1 priority. Project Manager ensures that projects run in a safe manner. Crew members know how to perform tasks safely: proper safety equipment is used, and necessary safety measures are implemented to complete the project with no injuries.
* Schedules and leads all pre-job planning meetings.
* Reviews each project’s safety plan with A Superintendent and a safety department at a pre-job planning meeting. Go over the project’s JSA with the Superintendent and crew on the 1st day on the job.
* Contract/subcontract review and evaluation for accuracy, scope, schedule, standard language, edits.
* Attends pre-construction, project progress meeting, conference calls, etc.
* Ensures all submittals are prepared and submitted according to contract requirements.
* Actively schedules and manages the delivery of materials with purchasing / logistics personnel.
* Prepares, updates and coordinates project schedule, communicating changes to the project team.
* Proactively keeps all parties updated on job schedule and status.
* Reviews projected related timesheets with Field Operations Manager.
* Accurately tracks project costs on a weekly basis using job costing system.
* Understands and reviews project cost and updates projections on a weekly basis.
* Ensures that all change orders are completed on the project.
* Ensures that expenses incurred are in accordance with the project estimate.
* Invoices customer on contract required basis.
* Puts together and reviews project close-out documents before they are delivered to the customer: warranty, QC documentation and as-builts.
* Actively seeks ways to increase productivity and reduce costs to increase project profitability.
* Addresses customer’s questions and concerns ensuring that the customer receives a quality product.
* Create and maintain a document control system that includes logging, tracking and reporting for shop drawings and RFI's.
* Project close out including site work, QC, submittals and final invoicing.

**REQUIRED EDUCATION, SKILLS, AND EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* 5 year’s minimum of Construction Management or equal experience.
* A 2-year degree in Civil Engineering, Construction Management, Business, Accounting or a combination of related coursework and experience is required.
* Strong organizations skills and proven ability to handle multiple priorities. Prior estimating and/or construction management experience is preferred.  Knowledge of estimating, scheduling, and project management software.
* Strong communication skills are required.
* Computer Skills: To perform this job successfully, the Project Manager needs to be proficient in using Internet, Outlook, MS Excel, MS Word and Project Management software such as: Microsoft Project.

We offer a competitive compensation and benefits program, including:

* Sign on Bonus
* Medical/Dental/Vision/Health Savings Account
* Basic Life insurance paid by company
* Voluntary life insurance for employees and their dependents
* 401(k) Plan and Company Matching Funds
* Contributions to Charity
* Quarterly Lunches
* Quarterly Events
* Profit Sharing
* Major Holidays
* Paid Personnel Time Off

Salary: DOE

Equal Opportunity Employer

 Masks required. Masks, Gloves, and hand sanitizing provided.

“Helping to Protect the Environment and Lead with Integrity”